

SECTION II: TESTING PROCEDURES

When to Test During Course

A trainee need only once demonstrate successful performance of the work simulation tests and benchmark minimums during the core course. After the instructor has observed the trainee successfully perform the tests, the instructor should focus on the improvement goal of the curriculum for that employee. Since most trainees will be able to successfully execute the tests early in the program, the instructor should be able to devote more attention to coaching and motivating performance improvement as the course progresses.

Any benchmark minimums that have not been met by the third week of the course should be viewed as a source of concern. The instructor should make special efforts to coach the trainee on the tasks in question, encourage the trainee to practice the tasks on his/her own time, and confer with the trainee's employing agency.

During the final week of training, and especially in the final two sessions, the top priority must be observation of trainees performing tasks on which they have not yet met the benchmark minimums. This approach to observation of trainee's performance ensures that all trainees will receive every possible opportunity to demonstrate and receive official credit for their ability to meet each benchmark minimum.

Tests as Discrete Activities

Each test is to be administered separately. When practicing or measuring performance on the four Behavior Skills Tests (dummy drag; 50 yard sprint; weighted carry; stair walk) each test should be a discrete activity with sufficient time for the trainee to rest between each test. Sufficient time should be approximately 2-3 minutes depending on circumstances.

Test Report Form

Report test results on the STC standardized form provided in Appendix A of this manual. Results are *pass*, *fail*, or *not administered* and must be reported as such. Test results are to be submitted to the Board of Corrections and to the employing agency 30 days after the completion of the course. If a trainee is not able to pass the Behavior Skills Tests in this unit, the provider should be in contact with the employing agency as soon as possible.

Remediation

If a trainee is having difficulty meeting the benchmark minimums, a plan for allowing additional practice and/or instruction on techniques should be developed. This plan might include extra time after the regular class hours if administratively feasible. Responsibility for any plan for remediation after the last day of the course should be developed by the employer.

Temporary Inability to Participate in the Physical Tasks Training

Occasionally, a trainee is unable to participate in physical tasks training due to a temporary injury or pregnancy. Note: There are twenty-eight (28) hours of Defensive Tactics training (spread out in four hourly increments over the length of the course) and eight (8) hours of Fire and Life Safety training in addition to the twenty-one (21) hours of this unit. Therefore, an agency should consider the practicality of sending a trainee to the core course unless the trainee is able to participate in the full range of activities. Employing agencies should consult with the Board of Corrections if trainees need to delay participation in core training until medically cleared and if this delay creates a compliance issue.

Benchmark Minimums

The training provider's role is to administer the four work simulations tests (Behavior Skills Tests #35 through #38) and to report the trainee's performance on the statewide minimum benchmarks. If a trainee is not medically cleared to perform the test(s), the provider should note *Not Administered* on the Test Report Form. Absent a medical exclusion, the provider should report test results as *Pass* or *Fail*.

The provider may not issue a core course completion certificate to trainees who do not successfully meet the statewide benchmark minimums. Further, the core course roster should indicate that the trainee did not satisfactorily complete the core course.

Even if local agencies in the state have different employment criteria than that reflected in the statewide standards (please see section on Considerations for Employers – Agency Specific Needs), training providers are still responsible for delivering the statewide core curriculum and reporting the test results according to statewide benchmark minimums. While a trainee might be acceptable to their current employer with different performance levels or job tasks than those reflected in the statewide course, it would be misleading to issue a core course completion certificate to a trainee who might then apply to another corrections agency. The subsequent employing agency might base their hiring decision on an erroneous assumption that possession of a core course completion certificate represented satisfactory performance on the statewide core specifications.